

# Check Requisition Form

Church: \_\_\_\_\_

This form is to be used for the approval of any purchase to be paid from church funds. It can be obtained from the church office Monday thru Thursday - 10:00 am.-1:00 p.m. All requisitions are to be submitted to the Treasurer for disbursement pending the availability of funds. **Please submit at least one week in advance.**

## COMPLETE AND RETURN TO THE CHURCH OFFICE

**For Ministry Leaders Only:**

I am requesting one of the following: ( )Petty Cash ( )Advance Check ( )Reimbursement  
\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Ministry: \_\_\_\_\_

Issue Check To: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date of Request: \_\_\_\_\_

**Information about request:** (include date needed, church activity, items to be purchased, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Please attach any supporting documentation)**

Amount Requested: \$ \_\_\_\_\_

Signature: \_\_\_\_\_

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**For Use by Church Treasurer:**

**Check Issued:** Check # \_\_\_\_\_ Date: \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_

**Request Denied:**

Reason: \_\_\_\_\_

\_\_\_\_\_  
Treasurer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**NOTE:** Reimbursements will not be made for unauthorized purchases.